

Instructions for adding more Sheets and spreadsheets in Excel

In Excel, adding Sheets and spreadsheets expands your data management capabilities. Here are simple, effective instructions to help users get up and running quickly.

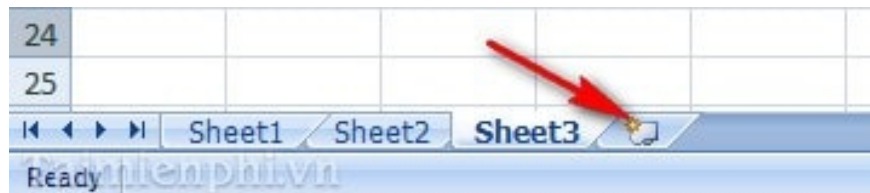
Excel has 3 sheets in a file by default, but you can add more sheets to manage data. Let's learn with TipsMake how to add sheets in Excel for each version, from Excel 2003 to Excel 2013.

Instructions on how to add more Sheets in Excel

For Excel 2007

Method 1:

Open the spreadsheet that needs to add more Sheets, pay attention to the Sheet section near the bottom of the page, just click on the icon as shown below. Click as many times as you want to add more Sheets.

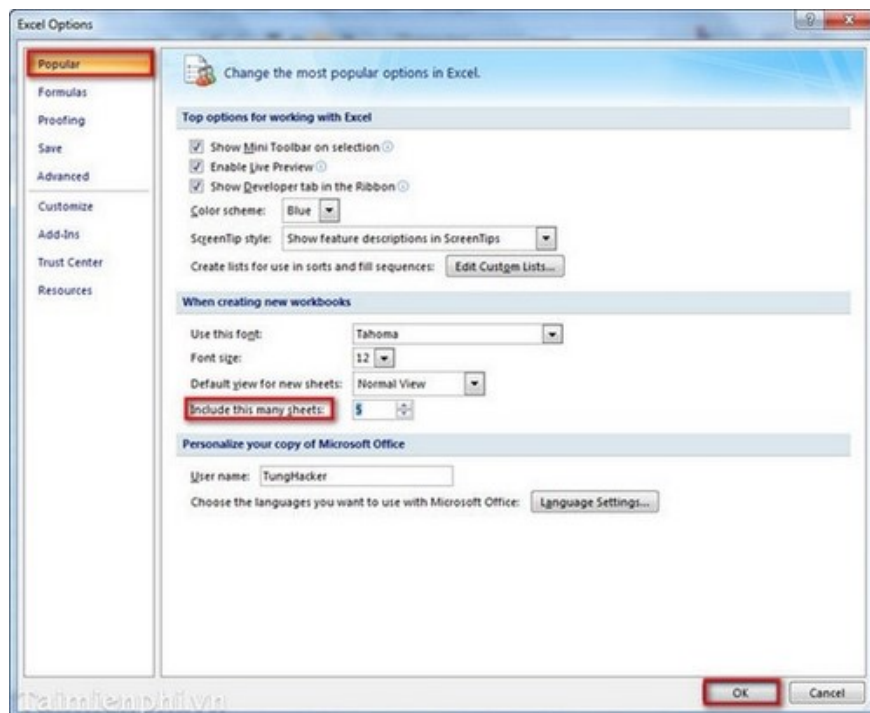


Method 2:

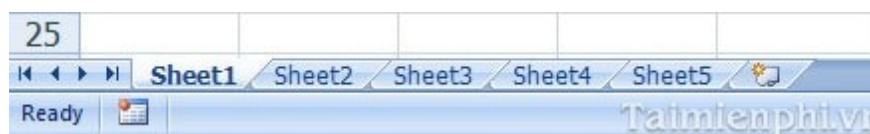
Step 1: Select **Office Button** --> **Excel Options**



Step 2 : A dialog box appears, in the **Popular** tab you will see the **Include this many sheets** item , currently set to **3** , you can increase it to as many sheets as you want, then click **OK**.

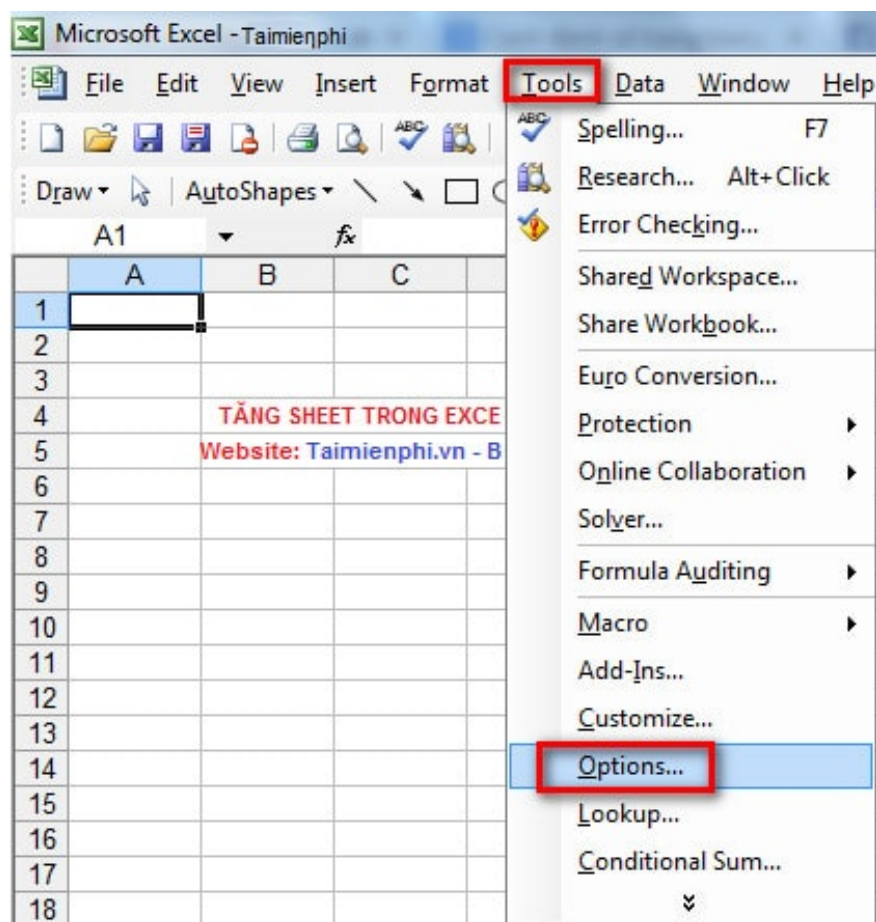


Step 3: Turn off Excel and restart it, you will see the result as shown below.

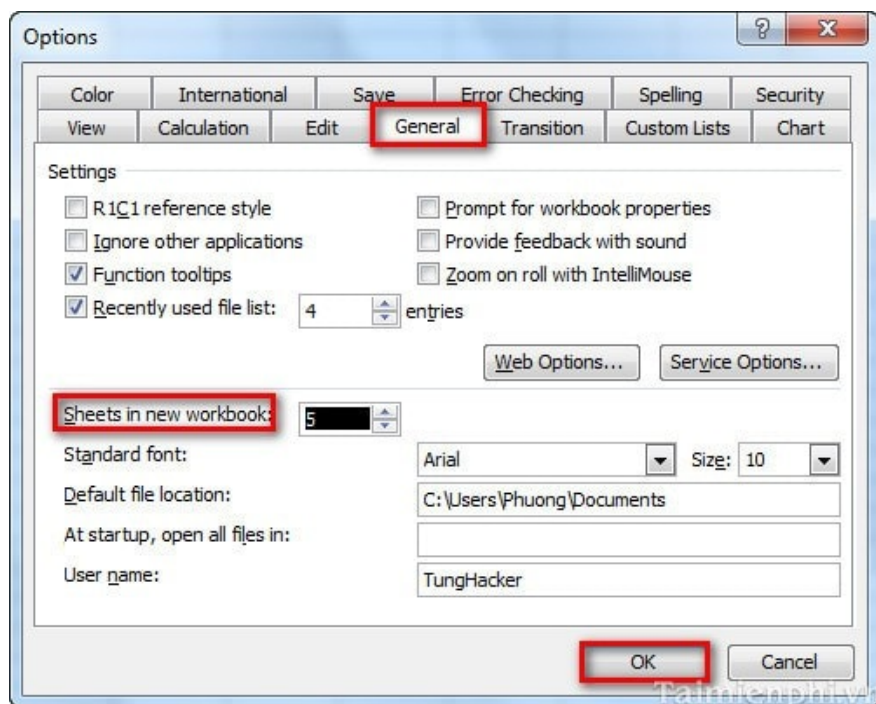


For Excel 2003

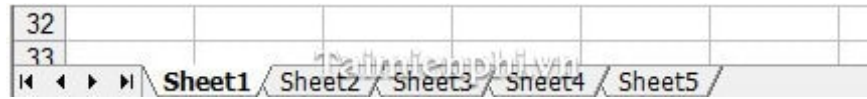
Step 1 : Open the Excel file, you will see that by default there are only 3 sheets. Go to **Tool --> Options**



Step 2 : A dialog box appears, in the **General** tab , you will see the **Sheets in new workbook** item , currently set to **3** , you can increase the number of sheets as you like, then click **OK**.



Step 3 : Restart Excel and you will see the results as shown below.



For Excel 2010, 2013 (do the same as Excel 2007)

With the above steps to add Sheets in Excel, you can easily create many new spreadsheets to manage data effectively.

Additionally, if you want to customize the default number of sheets in Excel, you can change the settings in Excel Options. This trick is especially useful when you regularly work with many sheets and do not want to have to manually add them each time you create a new file.

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